RECORDS MANAGEMENT PROGRAM

SURVEY REPORT

OF THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

Office of Director

25X1

PREPARED BY

16 December 1963

RECORDS MANAGEMENT SURVEY

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

PREPARED BY:

Records Analyst

25X1

CONCUR

Records Administration Officer

25X1

16 December 1963
Date

SECRET

RECORDS MANAGEMENT SURVEY

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

1. **PURPOSE** - To conduct a survey of the Records Management Program and to prepare Records Control and Vital Records Deposit Schedules in the Offices of the Deputy Director for Science and Technology.

2. **BACKGROUND** - At the request of the Executive Officer a survey of the Records Management Program was conducted by [   ] Area Records   25X1
Officer for DD/S&T, and [   ] of this staff. This survey included compiling an inventory of the records holdings in all offices of DD/S&T with the exception of OSA, OSI, and Office of Computer Services. In preparing this inventory, information as to the use and value of each record category was obtained from responsible officials. From these facts Records Control Schedules - master plans for the retention, retirement and disposition of DD/S&T records were developed. These schedules were discussed with and concurred in by the component chiefs. Records Control Schedules were not developed for OSA, OSI, and Office of Computer Services for the following reasons:

   a. We were requested to complete all other elements of DD/S&T prior to proceeding with OSA.

   b. A very fine revised Records Control Schedule for OSI prepared by [   ] was approved by me in August 1963. A copy of my approval is attached.

   c. The Office of Computer Services was only recently transferred to DD/S&T. A schedule developed for them when they were DD/S/ADP should be updated.

Development of a Vital Records Deposit Schedule was delayed in order that we could give priority to the preparation of Records Control Schedules.

3. **FINDINGS**

   a. These Records Control Schedules indicate that the records holdings for all elements of DD/S&T exclusive of OSA, OSI, and the Office of Computer Services, total 564 cubic feet.

   b. The Agency approved Subject-Numeric file system was found in only three components.

   c. Many records were being retained beyond their usefulness because authority for their destruction through Records Control Schedules did not exist.

SECRET

SECRET

d. There appeared to be an unnecessary amount of duplication in the development of reference files.

e. Some personnel were unaware of the services available at the Agency Records Center.

f. Several offices had boxes of records awaiting retirement to the Records Center upon approval of the attached Records Control Schedules.

g. In several offices Top Secret materials were being separated from the appropriate subject, case, or project file and filed in a separate drawer or safe set aside for Top Secret materials exclusively.

4. **RECOMMENDATIONS**

a. THAT THE RECORDS CONTROL SCHEDULES BE APPLIED IMMEDIATELY.

1. Application of the DD/S&T Records Control Schedules will assure that records considered of permanent value will not be destroyed. Adherence to these schedules will provide an efficient and economical records disposition program which will result in substantial monetary savings through more advantageous use of office space and equipment.

b. THAT THE RECORDS CONTROL SCHEDULES BE KEPT UNDER CONSTANT REVIEW.

1. The Record Categories as defined in the attached schedules reflect the current functions of each office. As these functions change, the Records Control Schedules should be revised to reflect the change in responsibilities. Proper documentation should be entered on the schedules to reflect all actions (additions or deletions) which will occur subsequent to the implementation of these schedules.

2. Records Control Schedules should be reviewed annually by the DD/S&T Records Management Officer.

c. THAT THE AGENCY SUBJECT-NUMERIC FILE SYSTEM BE INSTALLED IN ALL COMPONENTS OF DD/S&T.

1. A review of the various file systems throughout DD/S&T indicate that only a very few offices are using the Agency Subject-Numeric system. Adoption of the Agency approved filing

SECRET

system will provide uniformity, easy filing, quick reference and prompt retrievability of material previously filed, making it adaptable to conditions resulting from rotation of personnel from office to office. We would be very happy to assist your Records Officer in organizing a Filing Workshop which would familiarize file custodians with the Agency Subject-Numeric system.

d. THAT AN ATTEMPT BE MADE, WHEREVER POSSIBLE, TO CENTRALIZE REFERENCE MATERIALS.

 1. The building and maintaining of individual collections of reference materials in offices where responsibility for maintaining a centralized collection exists elsewhere, should be discontinued.

e. THAT ALL RECORDS CUSTODIANS OF DD/S&T BE INDOCTRINATED IN THE PROPER METHOD OF PREPARING INACTIVE RECORDS FOR TRANSFER TO THE RECORDS CENTER.

 1. This can best be accomplished through the presentation of a workshop by the Chief of our Records Center. We will be very happy to work with your Records Officer in arranging such a workshop.

f. THAT TOP SECRET MATERIAL NOT BE SEPARATED FROM ITS APPROPRIATE CASE, SUBJECT, OR PROJECT FILE.

 1. By filing Top Secret materials in a separate safe the continuity of a file is broken and retrievability of the Top Secret materials is complicated. This system also requires that a continuity sheet be prepared for filing in the appropriate file.

g. THAT RECORDS CONTROL SCHEDULES BE DEVELOPED FOR THE OSA AND OFFICE OF COMPUTER SERVICES.

 1. This office will be very happy to assist in updating Records Control Schedules to reflect current status of these offices.